

INDIANA SHOVEL READY PROGRAM APPLICATION CRITERIA

<http://www.in.gov/iedc/shovel/index.html>

INSTRUCTIONS: Applicant must meet all of the following requirements to apply for Shovel Ready certification:

REQUIREMENT	STANDARD TO BE MET	DOCUMENTATION NEEDED	YES / NO
Community Support , (see Page 2)	Executive-Level Local Government Official Support	Letters of Support	<input type="checkbox"/> Yes <input type="checkbox"/> No
Site Ownership/Control , (see Page 4)	Clear title or development option	Fifty-year title search & letter from property owner/option holder stating that site is for sale/lease	<input type="checkbox"/> Yes <input type="checkbox"/> No
Maps / Photos , (see Page 6)	Identification of boundaries & infrastructure	1. ALTA Map 2. Site Map - showing lot layout 3. USGS Topographical Map 4. Aerial Map	<input type="checkbox"/> Yes <input type="checkbox"/> No
Environmental , (see Page 6)	Phase I Environmental Site Assessment performed by a certified professional within 6 months	Phase I Report and supporting information based on ASTM standards E 1527-00 or E 1527-05.	<input type="checkbox"/> Yes <input type="checkbox"/> No
Waters of the State , (see Page 7)	Wetland delineation demonstrating that impacts to waters of the state will be avoided or mitigation plan approved by IDEM.	Water delineation performed by a certified professional and verified by the US Army Corps of Engineers.	<input type="checkbox"/> Yes <input type="checkbox"/> No
Water and Wastewater , (see Page 9)	To property line or demonstrate the ability to construct and pay for the infrastructure up to property line. Capacity clearly identified.	Service Provider's Formal Specification/Letter	<input type="checkbox"/> Yes <input type="checkbox"/> No
Transportation Infrastructure , (see Page 8)	To property line or demonstrate the ability to construct and pay for the infrastructure up to property line.	Local Street Map showing permissible access points and primary routes. If applicable, plans showing infrastructure improvements.	<input type="checkbox"/> Yes <input type="checkbox"/> No
Electric , (see Page 10)	To property line or demonstrate the ability to construct and pay for the infrastructure up to property line. Capacity clearly identified.	Service Provider's Formal Specification/Letter	<input type="checkbox"/> Yes <input type="checkbox"/> No
Natural Gas , (see Page 10)	To property line or demonstrate the ability to pay for the infrastructure up to property line. Capacity clearly identified.	Service Provider's Formal Specification/Letter	<input type="checkbox"/> Yes <input type="checkbox"/> No
High Speed Communications , (see Page 10)	To property line or demonstrate the ability to construct and pay for the infrastructure up to property line. Capacity clearly identified.	Service Provider's Formal Specification/Letter	<input type="checkbox"/> Yes <input type="checkbox"/> No



SHOVEL READY APPLICATION

State Form 53262 (6-07)

INDIANA ECONOMIC DEVELOPMENT CORPORATION

INSTRUCTIONS:

1. **Submit completed applications to: Indiana Economic Development Corporation, One North Capitol, Suite 700, Indianapolis, IN 46204; Attention: Brad Moore; Telephone: 317-233-6796; Fax: 317-232-4146**
2. Refer to: <http://www.in.gov/iedc/shovel/index.html> for additional information.
3. For your site to be eligible for certification, you must answer **ALL** questions that apply and provide requested documents (unless described as 'optional').
4. Provide **four** complete identical versions of this application (one copy with signed originals) and associated information in **3-ring notebooks**, using dividers with 'lettered' **Tabs** (A, B, etc.) as indicated below under documentary direction for each set of materials. In addition, provide **one CD-ROM** version of the completed application.
5. If something is too bulky for notebook tab, enclose or furnish five complete copies separately and include an executive summary and relevant findings in tab.
6. **ALL MAPS** need to show—(a) scale, (b) directional arrow for north, (c) clear, exact outline or shading for the area(s) in question, and (d) dates. The same maps may be used for different sections as long as all relevant information is included in the proper section.
7. **ALL AERIAL PHOTOS** should be no more than three years old and to reasonable scale and clarity to identify buildings, drainage characteristics, and roadway configuration such as lane widths, including auxiliary lanes. May be in Orthophotographic perspective (preferred).

A. COMMUNITY SUPPORT (see Appendix I, TAB A)		
Please check all that apply:	REQUIRED DOCUMENTATION (to be inserted in Notebook Tab-A)	
	WHERE/SOURCE	WHAT
<input type="checkbox"/> Local government has issued letter of support for any development consistent with selected industry profile(s)	City, Town or County Official	Attach original letter from Elected Official ¹ or Executive. Include list of supporting local organizations with contact information ² .
<input type="checkbox"/> Description of Economic Development Potential for Site	Applicant	Focus on one or more of the following (limit two (2) pages): Marketability of site, long term plans for property, impact project will have on economic development plans of community relating to potential increase to taxes, job creation, investment in project property, county average wage information, rail access, & other.
PRIMARY APPLICANT		
Please check one only:		
<input type="checkbox"/> Local economic development organization (private/non-profit)		
<input type="checkbox"/> City, town, or county where site is located		
Name		Title
Organization		
Address (number and street, city, state, and ZIP code)		
Telephone number ()	E-mail address	

¹Elected Official or Executive is defined as a Mayor, County Commissioner or Town Council President.

²Examples of supporting documents include letters from planning commissions, zoning commissions, Local Economic Development Organization, surrounding business owners, etc.

A. COMMUNITY SUPPORT (see Appendix I, TAB A) (continued)**CONTACT PERSON AND MAILING ADDRESS (if different from primary applicant)**

Name		Title
Organization		
Address (number and street, city, state, and ZIP code)		
Telephone number ()	E-mail address	

CO-APPLICANT*Please check each that applies:*

- | | |
|---|---|
| <input type="checkbox"/> Legal owner of record | <input type="checkbox"/> Authorized representative of owner * |
| <input type="checkbox"/> Licensed broker with listing agreement * | <input type="checkbox"/> Site developer with contract to buy/lease property * |
| <input type="checkbox"/> Other* | |

*** Include evidence (signed letter, copy of agreement) in Notebook Tab-A**

Name		Title
Organization		
Address (number and street, city, state, and ZIP code)		
Telephone number(s) ()	E-mail address	

DECLARATION BY APPLICANT

I have examined this form and all accompanying materials, and to the best of my knowledge, the information provided herein is true, correct and complete. I will notify the IEDC in writing of any errors or changes and will clarify, amend or supplement any information as requested by the department. I understand that certification of my site depends on the fact that the information provided in this application is accurate, true and correct, and that such certification (if granted) is not indefinite and information will need to stay current with the IEDC Site and Building Database. In submitting this application, I do voluntarily participate in a program for the sole purpose of conveying reasonable confidence to prospective business investors about the quality and state of preparation of specific locations in this state for development and usage, and that determinations regarding certification by the State of Indiana are made at its sole discretion, are not appealable, and do not imply any other warranty or public benefit for a site. Subject to these terms and conditions, I therefore request certification pursuant to this application.

Signature	Date (month, day, year)
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B. SITE OWNERSHIP / CONTROL (see Appendix I, TAB B)

Property should be owned or optioned by a local economic development organization, a local unit of government, a developer, an end user or a utility that serves the state. If applicant is NOT the owner, OR if there are other owners, fill out the following: (use Tab-A for any extra information).

OWNER #1	OWNER #2	OWNER #3
NAME:	NAME:	NAME:
ADDRESS:	ADDRESS:	ADDRESS:
CITY:	CITY:	CITY:
STATE: ZIP:	STATE: ZIP:	STATE: ZIP:
TELEPHONE NUMBER: ()	TELEPHONE NUMBER: ()	TELEPHONE NUMBER: ()
PERCENTAGE OF OWNERSHIP:	PERCENTAGE OF OWNERSHIP:	PERCENTAGE OF OWNERSHIP:

LOCATION AND DESCRIPTION OF LAND
Name of site
Address/Location of site

AVAILABILITY FOR ACQUISITION BY INDUSTRIAL DEVELOPER									
<p><i>Please check one only:</i></p> <p><input type="checkbox"/> Owner has a signed letter that site is for sale or for lease.</p> <p><input type="checkbox"/> Applicant or other entity has valid option to buy land.</p>	REQUIRED DOCUMENTATION (to be inserted in Notebook Tab-B)								
<table style="width:100%;"> <tr> <td style="width:50%; text-align: center;">Sale price</td> <td style="width:50%; text-align: center;">Lease price</td> </tr> <tr> <td style="text-align: center;">\$</td> <td style="text-align: center;">\$</td> </tr> </table>	Sale price	Lease price	\$	\$	<table style="width:100%;"> <tr> <th style="width:40%; text-align: center;">WHERE/SOURCE</th> <th style="width:60%; text-align: center;">WHAT</th> </tr> <tr> <td style="vertical-align: top;">Landowner or Option holder</td> <td style="vertical-align: top;"> <p>Letter signed by property owner stating:</p> <ul style="list-style-type: none"> i) Unequivocal willingness to transact with any legal party/developer ii) Person is legal owner with full authority to transact iii) Price <p>Current real estate listing agreement may substitute for letter.</p> </td> </tr> </table>	WHERE/SOURCE	WHAT	Landowner or Option holder	<p>Letter signed by property owner stating:</p> <ul style="list-style-type: none"> i) Unequivocal willingness to transact with any legal party/developer ii) Person is legal owner with full authority to transact iii) Price <p>Current real estate listing agreement may substitute for letter.</p>
Sale price	Lease price								
\$	\$								
WHERE/SOURCE	WHAT								
Landowner or Option holder	<p>Letter signed by property owner stating:</p> <ul style="list-style-type: none"> i) Unequivocal willingness to transact with any legal party/developer ii) Person is legal owner with full authority to transact iii) Price <p>Current real estate listing agreement may substitute for letter.</p>								

EASEMENT, LIENS, LEASES, AND OTHER ENCUMBRANCES				
<p><input type="checkbox"/> Provide documentation of any easement, lien, rental contract or title commitment (legal or physical) on or with respect to the property.</p> <p><input type="checkbox"/> Describe any easement, lease, or license that might be necessary to develop or use site for the selected industry profile(s).</p>	REQUIRED DOCUMENTATION (to be inserted in Notebook Tab-B)			
<table style="width:100%;"> <tr> <th style="width:40%; text-align: center;">WHERE/SOURCE</th> <th style="width:60%; text-align: center;">WHAT</th> </tr> <tr> <td style="vertical-align: top;">Landowner or Option holder</td> <td style="vertical-align: top;"> <p>Site Ownership / Control</p> <ul style="list-style-type: none"> 1) Fifty year title search, including: <ul style="list-style-type: none"> i) Title Commitment with Judgment Search ii) Copies of documentations listed in Title Commitment (exception documents) 2) Schedule B-2, including: <ul style="list-style-type: none"> i) Commitment to Insure ii) Search Results 3) Copy of option agreement </td> </tr> </table>	WHERE/SOURCE	WHAT	Landowner or Option holder	<p>Site Ownership / Control</p> <ul style="list-style-type: none"> 1) Fifty year title search, including: <ul style="list-style-type: none"> i) Title Commitment with Judgment Search ii) Copies of documentations listed in Title Commitment (exception documents) 2) Schedule B-2, including: <ul style="list-style-type: none"> i) Commitment to Insure ii) Search Results 3) Copy of option agreement
WHERE/SOURCE	WHAT			
Landowner or Option holder	<p>Site Ownership / Control</p> <ul style="list-style-type: none"> 1) Fifty year title search, including: <ul style="list-style-type: none"> i) Title Commitment with Judgment Search ii) Copies of documentations listed in Title Commitment (exception documents) 2) Schedule B-2, including: <ul style="list-style-type: none"> i) Commitment to Insure ii) Search Results 3) Copy of option agreement 			

B. SITE OWNERSHIP / CONTROL (see Appendix I, TAB B) (continued)

TAXES

TAX PARCEL(S) IDENTIFICATION NUMBER(S):

REQUIRED DOCUMENTATION (to be inserted in Notebook Tab-B)

WHERE/SOURCE

WHAT

☐ Tax payments are current on the property

Applicant or [County Recorder](#)

Copies of current property tax records

SPECIAL TAXING DISTRICTS

REQUIRED DOCUMENTATION (to be inserted in Notebook Tab-B)

WHERE/SOURCE

WHAT

Please check all that apply:

- ☐ Site is in a Certified Technical Park
- ☐ Site is in an Urban Enterprise Zone
- ☐ Site is in a Tax Incentive Financing (TIF) district
- ☐ Site is in a Community Revitalization Enhancement District (CRED)
- ☐ Site is pre-qualified for tax abatement

[Certified Technical Park](#)
[Urban Enterprise Zone](#)
[TIF](#)
[CRED](#)
[Tax abatement](#)

Any papers that prove use or qualifications of Tax Incentives or Benefits.

C. LOCAL ZONING ORDINANCES (see Appendix I, TAB C)

REQUIRED DOCUMENTATION (to be inserted in Notebook Tab-C)

WHERE/SOURCE

WHAT

Please check all that apply:

- ☐ Site is located in a jurisdiction that has a planning department established in compliance with [IC 36-7-4](#).
- ☐ Selected industry profile (s) is/are fully consistent with applicable local zoning ordinances.
- ☐ A zoning process is currently in progress.
- ☐ Zoning process can be resolved in ninety (90) days.

City, Town, or County Zoning Official

Official letter from local zoning official providing proof of adopted ordinances and permitted uses of site
 Highlight excerpts from adopted zoning ordinance
 Relevant portion of zoning map

SUGGESTED INDUSTRY PROFILE

Select one or more of the following profiles for site (See [Appendix II](#)):

- | | |
|--|--|
| <input type="checkbox"/> Heavy Industrial/Manufacturing | <input type="checkbox"/> General/Light Manufacturing |
| <input type="checkbox"/> Food Processing/Value Added Agriculture | <input type="checkbox"/> Transportation, Distribution, Logistics (TDL) |
| <input type="checkbox"/> Business & Financial Services/Insurance | <input type="checkbox"/> Biofuels |
| <input type="checkbox"/> Agricultural Livestock Production | <input type="checkbox"/> Other (if known, please identify): _____ |

REQUIRED DOCUMENTATION (to be inserted in Notebook Tab-C)

WHERE/SOURCE

WHAT

☐ Land use descriptions of adjacent properties is included

Applicant

Narrative with a map

☐ Distance to nearest residential area: _____

☐ Distance to nearest solid waste landfill or similar land use: _____

[Permitted Municipal Solid Waste Landfills](#)

D. MAPS / PHOTOS (see Appendix I, TAB D)

Please check all that apply:

- | | |
|--|--|
| <input type="checkbox"/> ALTA map (Required) | <input type="checkbox"/> Aerial Map (Required) |
| <input type="checkbox"/> Site map showing site layout (Required) | <input type="checkbox"/> Plat map showing site (if site is platted; if applicable) |
| <input type="checkbox"/> USGS Topographical map (Required) | <input type="checkbox"/> Zoning map (if applicable) |

E. ENVIRONMENTAL (see Appendix I, TAB E)**100-YEAR FLOOD PLAIN**

Please check one only:

- ☐ Site is completely outside of flood plain.
- ☐ Some of the site is in flood plain, but not in floodway, and engineering plan exists to resolve and secure site from flood risk (e.g., elevate land) in 180 days or less
- ☐ Site is in the floodway and engineering plan exists to resolve and secure site from flood risk (e.g., elevate land) in 180 days or less.

REQUIRED DOCUMENTATION (to be inserted in Notebook Tab-E)

WHERE/SOURCE

WHAT

[DNR Fact Sheet](#), FEMA,
[IDNR](#), & Licensed Civil
Engineer

Official map of site & environs; acceptable plan, if applicable, by
qualified engineering firm with cost estimate and timeline.

GENERAL SLOPE AND TERRAIN

- ☐ Grade (relative flatness) of site: _____

REQUIRED DOCUMENTATION (to be inserted in Notebook Tab-E)

WHERE/SOURCE

WHAT

USGS
[IDNR Map Sales Section](#)

Dated Topographical map and description (by applicant) of terrain;
engineering plans with cost estimate, if applicable.

GEOLOGIC STABILITY

- ☐ Issues of soil types, seismic vibration, fault lines, sinkholes, past undermining and comparable risk factors have been researched for the site.

REQUIRED DOCUMENTATION (to be inserted in Notebook Tab-E)

WHERE/SOURCE

WHAT

[Indiana Geological Survey](#),
USGS Technical firm, &
laboratory

Applicable letter, data, map report as available

ENVIRONMENTAL ASSESSMENT**REQUIRED DOCUMENTATION FOR LANDOWNER OR OPTION HOLDER (to be inserted in Notebook Tab-E)**

WHERE/SOURCE

WHAT

- ☐ Phase I Environmental Site Assessment has been performed for site within six (6) months.
- ☐ If Phase I had significant findings, proceed to [Appendix III](#)
- ☐ If institutional/engineering controls are in place or if there has been site activity since Phase I, proceed to [Appendix III](#)
- ☐ IDEM issued determination of "No Further Action".
- ☐ A Disclosure Document required or available under Indiana Code 13-25-3-2 is included.

Applicant

Phase I Environmental Site Assessment report and supporting
information based on [ASTM standards E 1527-00 or E 1527-05](#)

Any materials and records requested [Appendix III](#)

[IC 13-25-3-2](#)

Relevant Disclosure Document

E. ENVIRONMENTAL (see Appendix I, TAB E) (continued)

REGIONAL AIR QUALITY DESIGNATIONS

REQUIRED DOCUMENTATION (to be inserted in Notebook Tab-E)		
	WHERE/SOURCE	WHAT
<p>Eight hour ozone (Please check one only):</p> <p><input type="checkbox"/> Site is in attainment.</p> <p><input type="checkbox"/> Site is in nonattainment</p> <p>PM 2.5 (Please check one only):</p> <p><input type="checkbox"/> Site is in attainment.</p> <p><input type="checkbox"/> Site is in nonattainment</p>	<p>IDEM Air Quality Maps: 8-hour Ozone</p> <p>PM 2.5</p>	<p>Maps with county clearly marked</p>

WATERS OF THE STATE

REQUIRED DOCUMENTATION (to be inserted in Notebook Tab-E)		
	WHERE/SOURCE	WHAT
<p><input type="checkbox"/> Wetland delineation conducted by trained professional. (Required)</p> <p><input type="checkbox"/> Wetland delineation submitted to US Army Corps of Engineers (USACE) and IDEM for review. (Required)</p> <p><input type="checkbox"/> Wetland delineation for streams, lakes, wetlands, and ponds verified by USACE. (Required)</p> <p><input type="checkbox"/> Determination indicated presence of Waters of the State.</p> <p><input type="checkbox"/> You received Section 404 Permit from USACE.</p> <p><input type="checkbox"/> You received Section 401 Permit from IDEM.</p> <p><input type="checkbox"/> You received jurisdictional determination letter from USACE stating that "No Permit is Needed".</p> <p><input type="checkbox"/> Project will avoid impacting wetlands, streams, and lakes.</p>	<p>U.S. Army Corps of Engineers</p> <p>IDEM</p> <p>IDEM Wetlands Fact Sheet</p> <p>IC 13-18-22 State Regulated Wetlands</p>	<p>A wetland delineation report conducted by a trained professional.</p> <p>A map, to scale, depicting the location, extent, and type (stream, lake, pond, or wetland).</p> <p>Official letter from USACE verifying the wetland delineation.</p> <p>If exempt isolated wetlands are present, document their location, extent and rationale for exemption.</p>

MITIGATED WETLANDS (if applicable)

REQUIRED DOCUMENTATION (to be inserted in Notebook Tab-E)		
	WHERE/SOURCE	WHAT
<p><input type="checkbox"/> Mitigation plan has been approved by IDEM.</p> <p><input type="checkbox"/> Mitigation plan implementation has started.</p> <p><input type="checkbox"/> Mitigation plan implementation will start in 90 days or less.</p> <p><input type="checkbox"/> Mitigation is completed and IDEM has found mitigation to be successful.</p>	<p>Applicant / Consultant</p>	<p>Copy of Mitigation Plan</p>

F. TRANSPORTATION INFRASTRUCTURE (see Appendix I, TAB F)

IMMEDIATE ROAD ACCESS (EGRESS, INGRESS, & ROUTE TO NEAREST MAJOR ARTERIAL)

Please check all that apply:

- ☐ Access points to local streets and route(s) are fully described with respect to what is functionally appropriate for selected industry profile(s).
- ☐ Traffic impact study has been completed for the site; include if completed. *(Not required for application, but will be required in future by INDOT)*
- ☐ Transportation system improvements/mitigations may be required.
- ☐ Readily executable plans exist to mitigate problems or to generally enhance local access for the site

REQUIRED DOCUMENTATION (to be inserted in Notebook Tab-F)

WHERE/SOURCE

WHAT

[INDOT District Contacts](#)

County/City Engineer

Letter from INDOT district office addressing appropriate use of site.

Copies of traffic impact study *(if available)*

Include site map indicating existing and permissible access in Tab-D

Optional: Dated area wide maps or dated aerial photography with markers for selected destinations and primary routes

RAILROAD AVAILABILITY

Please check one only:

- ☐ The site is served by rail.
NAME OF SERVICE PROVIDER: _____
- ☐ Improvements could be made to serve site by rail.
- ☐ Rail service is not feasible.

REQUIRED DOCUMENTATION (to be inserted in Notebook Tab-F)

WHERE/SOURCE

WHAT

Railroad Company

[INDOT Indiana Rail Map](#)

Letter from rail service provider demonstrating capability and commitment to serve site.

PROXIMITY TO MAJOR CONDUITS OF COMMERCE

REQUIRED DOCUMENTATION (to be inserted in Notebook Tab-F)

WHERE/SOURCE

WHAT

- ☐ MILES to inter-modal container facility (loading/unloading): _____
- ☐ MILES to marine port: _____
- ☐ MILES to general aviation airport³: _____
- ☐ MILES to Interstate Highway: _____
- ☐ MILES to 2-Lane or 4-Lane Highway: _____
- ☐ MILES to State Route or Highway Route: _____

[Ports of Indiana](#)

[INDOT](#)

[Indiana's Port System](#)

[Intermodal Rail Ports](#)

[Indiana Transportation Map](#)

[Indiana Public Use Airports](#)

³ General Aviation Airport is defined as offering private aircraft services.

G. UTILITIES (see Appendix I, TAB G)

WATER

Please check all that apply:

- ☐ Service is currently at property line.
NAME OF WATER SERVICE PROVIDER: _____
- ☐ Total Available Capacity (GPD): _____
- ☐ Main Size (inches): _____
- ☐ PSI (lbs/in²) - water pressure at site: _____
- ☐ Adequate service (flow/pressure) exists at site for selected industry profile(s)' fire suppression needs and internal needs.
- ☐ Drilling a well is required to adequately serve site.
- ☐ A preliminary engineering plan exists with identified funding to bring sufficient water flow to the site, such that construction of infrastructure improvements will be underway in 90 days or less and completed commensurate with development of site.

REQUIRED DOCUMENTATION (to be inserted in Notebook Tab-G)

WHERE/SOURCE

WHAT

Local Water Company,
district or service
provider

Letter from service provider detailing capacity and service at site.

Fire marshal

Letter from fire marshal, fire protection district chief or similar authority addressing adequate service for fire suppression needs.

WASTEWATER & SEWER

Please check all that apply:

- ☐ Sanitary sewers and lift stations that can serve site's needs
NAME OF SEWAGE SERVICE PROVIDER: _____
- ☐ Community water pollution control system is not subject to sewer connection ban.
- ☐ Local treatment provider has pre-treatment ordinance.
- ☐ Large river or body of water is available onsite.
- ☐ Total Available Capacity (GPD): _____
- ☐ Main Size (inches): _____
- ☐ Availability capacity: _____

REQUIRED DOCUMENTATION (to be inserted in Notebook Tab-G)

WHERE/SOURCE

WHAT

Service provider
or municipality

Letter from service provider detailing capacity and service at site

[Municipalities with Approved
POTW Pretreatment Programs](#)

Sanitary sewer permit, if applicable. *(Not required for application, but will be required in future by IDEM)*

[Industrial Wastewater
Pretreatment Permit](#)

Copy of Pretreatment Ordinance

[Wastewater Facility
Construction Permit](#)

G. UTILITIES (see Appendix I, TAB G) (continued)

ELECTRIC

Please check all that apply:

- ☐ Electricity service is available at site.
NAME OF SERVICE PROVIDER: _____
- ☐ Delivery Voltage (KV): _____
- ☐ Location of nearest substation: _____
- ☐ The owner of the substation is the authorized utility for the site.
- ☐ Acceptable plans exist to develop an authorized substation.
- ☐ Secondary system/dual-source is currently available for site.

REQUIRED DOCUMENTATION (to be inserted in Notebook Tab-G)

WHERE/SOURCE

WHAT

Electric Power Company,
Co-op or Municipal
provider

Letter from service provider detailing service at site.

Engineering firm

If utility service is not currently available at site, provide copy of acceptable plan (per utility type), including financing plans, to bring sufficient utility service to site.

NATURAL GAS

- ☐ Natural gas service is currently at property line.
NAME OF SERVICE PROVIDER: _____
- ☐ Main size (inches): _____

REQUIRED DOCUMENTATION (to be inserted in Notebook Tab-G)

WHERE/SOURCE

WHAT

Natural Gas Company,
Co-op or Municipal
provider

Letter from service provider detailing service at site.

Engineering firm

If utility service is not currently available at site, provide copy of acceptable plan (per utility type), including financing plans, to bring sufficient utility service to site.

HIGH SPEED COMMUNICATIONS

- ☐ High speed communication service is currently at property line.
NAME OF SERVICE PROVIDER (SERVICE TYPE): _____

REQUIRED DOCUMENTATION (to be inserted in Notebook Tab-G)

WHERE/SOURCE

WHAT

High Speed Communication
service provider(s)

Letter from service provider detailing service at site.

**READILY
AVAILABLE**

ADVANCED SERVICE FOR/AT SITE

- ☐ DSL (Digital Subscriber Line)
- ☐ Cable
- ☐ Satellite
- ☐ Wireless
- ☐ Fibers
- ☐ BPL (Broadband over Phone Line)
- ☐ Other

Letter should include description of service type, maximum capacity available with specific upload and download speed information.

H. MISCELLANEOUS (see Appendix I, TAB H)					
EMERGENCY, PUBLIC SAFETY, AND PROTECTIVE SERVICES					
SERVICE	NAME OF SERVICE PROVIDER	DISTANCE MILES	ISO RATING	REQUIRED DOCUMENTATION (to be inserted in Notebook Tab-H)	
				WHERE/SOURCE	WHAT
Ambulance/EMT				Local Service Providers, "911" District or dispatch center	Description of protective services & role of volunteers or full-time professionals
Fire Protection					
Police/Sheriff			N/A		
DEMOGRAPHICS AND WORKFORCE					
<input type="checkbox"/> COUNTY POPULATION: _____ <input type="checkbox"/> MSA POPULATION: _____				REQUIRED DOCUMENTATION (to be inserted in Notebook Tab-H)	
				WHERE/SOURCE	WHAT
<div> <div>LATEST UNEMPLOYMENT RATE</div> <div>ANNUAL RATE</div> <div>COUNTY OR MSA</div> </div>				Hoosiers by the Numbers Stats IN Unemployment Information IEDC Regional Map	Population & unemployment data
<input type="checkbox"/> Provide list of major employers/number of employees within the county or 50-mile radius of the site. <input type="checkbox"/> Provide list and describe significant business hirings, closures and expansions in past two (2) years within the county or 50-mile radius of the site.					

APPENDIX I

Requested Documents & Associated Costs

Eligible Costs:

- Title Verification fees
- Phase I Environmental Assessment
- Wetland Delineation
- Printing and/or copying fees in preparing binders and/or disks for the application
- Photography fees (Aerial photos, etc.)
- Fees to obtain maps required by the application
- Other costs determined to be eligible for reimbursement by the Indiana Economic Development Corporation

Ineligible Costs:

- Costs associated with building infrastructure for the site
- Costs incurred more than six (6) months prior to the application deadline
- Costs incurred after the application deadline
- Costs incurred by the applicant for items not required in the Shovel Ready application
- Other costs determined to be ineligible for reimbursement by the Indiana Economic Development Corporation

REQUESTED DOCUMENTS	COST OF DOCUMENTS	
TAB A: Community Support <ol style="list-style-type: none"> Original signed letter of support from Mayor, County Commissioner or Town Council President Summary of Qualifications of Site for Shovel Ready Program TAB B: Site Ownership / Control <ol style="list-style-type: none"> Letter signed by property owner or option holder stating: <ol style="list-style-type: none"> Unequivocal willingness to transact with any legal party/developer Person is legal owner with full authority to transact Price Fifty year title search, including: <ol style="list-style-type: none"> Title Commitment with a Judgment Search Copies of Documents listed in Title Commitment (exception documents) Schedule B-2, including: <ol style="list-style-type: none"> Commitment to Insure Search Results Copy of option agreement Copies of Current Property Tax Records Proof of Special Taxing District: <ul style="list-style-type: none"> ● Certified Technical Park ● Urban Enterprise Zone ● Tax Incentive Financing (TIF) district ● Community Revitalization Enhancement District ● Pre-qualified for tax abatement 	A1:	N/A
	A2:	N/A
	B1:	
	B2:	
	B3:	
	B4:	N/A
	B5:	N/A
	B6:	N/A

Appendix I (continued)**Requested Documents & Associated Costs**

REQUESTED DOCUMENTS	COST OF DOCUMENTS
TAB C: Local Zoning Ordinances <ol style="list-style-type: none"> 1. Official Letter signed by local planning official identifying: <ul style="list-style-type: none"> ● proof of adopted ordinances ● any ongoing petitions 2. Copy of section of ordinance listing the permitted uses, special exception uses and development standards 3. Narrative of surrounding property 	C: N/A
TAB D: Maps / photos <ol style="list-style-type: none"> 1. ALTA Map 2. Site Map – showing site layout 3. USGS Topographical Map 4. Aerial photo 5. Plat map showing site (<i>if site is platted</i>) (<i>if applicable</i>) 6. Zoning map (if applicable) 	D1: D2: D3: D4: D5: D6:
TAB E: Environmental <ol style="list-style-type: none"> 1. 100-Year Flood Plan <ol style="list-style-type: none"> a. Official map of site & environs; acceptable plan, if applicable, by qualified engineering firm with cost estimate and timeline 2. General Slope and Terrain <ol style="list-style-type: none"> a. Dated topographical map and description (by applicant) of terrain; engineering plans with cost estimate, if applicable 3. Geologic Stability <ol style="list-style-type: none"> a. Applicable letter, informed data, map report as available 4. Environmental Assessment <ol style="list-style-type: none"> a. Phase I Environmental Site Assessment Report and supporting information based on ASTM standards E 1527-00 or E 1527-05 b. Materials and records relevant to Appendix III (environmental investigation, remediation, and determination) <ol style="list-style-type: none"> 1) Brief summary highlighting relevant report sections of Phase I 2) Copies of all reports, data and/or documentation, brief summary regarding Phase II (if relevant) 3) Brief summary highlighting issue and indicating if further investigation is planned regarding known contaminants (if relevant) c. Relevant disclosure documents 	E1: E2: E3: E4:

Requested Documents & Associated Costs

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APPENDIX II

Suggested Industry Profiles for Site Certification

- A.** Heavy Industrial/Manufacturing includes plants, factories or mills; usually very energy- and capital-intensive; due to impacts or appearance may be unsuitable near other uses; generally require rail service. Examples include: steel manufacturing and processing, fiberglass manufacturing and processing and automotive assembly.
- B.** General / Light Manufacturing includes assembly and light manufacturing; generally do not require major on-site utility services or utilize large quantities of hazardous chemicals; can be located in most “campus-like” industrial parks or individual sites. Examples include: automotive parts suppliers, life sciences and motor sports.
- C.** Food Processing/ Value Added Agriculture includes industries that manufacture or process foods and beverages; may require high-volume water demand. Examples include: animal feed producers, meat and poultry processing, wet corn milling and commercial bakery products.
- D.** Transportation, Distribution, Logistics (TDL) includes industries that furnish local or long-distance trucking or transfer services or are primarily engaged in the warehousing, storage, wholesale and distribution of goods. Examples include: large retailer distribution facilities and commercial trucking facilities.
- E.** Business & Financial Services / Insurance includes back-office bulk processing, electronic commerce or service centers; requires space for employee parking. Examples include: customer service call centers and insurance claims processing.
- F.** Biofuels includes operations that manufacture fuels from grain and oilseed; typically require the manufacturer to locate adjacent to a mill that provides the raw material, such as corn or soybeans; may require high-volume water demand; requires rail service and infrastructure designed to handle heavy truck traffic. Examples include: biodiesel and ethanol production.
- G.** Agricultural Livestock Production includes breeding and raising of livestock; would be unsuitable in close proximity to populated residential areas. Examples include: hog and pig farming, dairy farming and poultry and egg production.
- H.** Other includes uses not described in other industry profiles. Permit and utility requirements would be dependent on the end user.

APPENDIX III

Environmental Investigation, Remediation and Determination

Include All Documentation under Tab-E

INSTRUCTIONS: 1. Provide the following information only if Phase I study indicated any recognized or suspected environmental conditions on, adjacent to, or otherwise impacting the site or remediation has occurred.

2. All documentation for steps or questions under this appendix must be provided, in full, including summaries and acceptable action plans (with an implementation schedule and cost estimate).

1. Did Phase I study indicate any recognized or suspected environmental conditions on, adjacent to, or otherwise impacting the site? (If Yes, please attach a brief summary highlighting relevant report section.)	<input type="checkbox"/> Yes <input type="checkbox"/> No
2. Indicate whether a Phase II or any other site sampling or environmental investigations have been performed at the subject property. (If Yes, please attach a brief summary highlighting relevant report sections. Copies of all reports, data, and/or documentation must be provided for review.)	<input type="checkbox"/> Yes <input type="checkbox"/> No
3. Indicate whether the nature and extent of all known contaminants at the subject property has been fully characterized. (If Yes, please attach a brief summary highlighting relevant issues indicating whether additional investigation is planned.)	<input type="checkbox"/> Yes <input type="checkbox"/> No
4. Does Phase II site report or any other environmental investigation indicate the need to conduct a cleanup?	<input type="checkbox"/> Yes <input type="checkbox"/> No
5. Are cleanup activities planned or underway? (If Yes, please attach a brief summary explaining what is planned or underway. Copies of all reports, data, and/or documentation must be provided for review.)	<input type="checkbox"/> Yes <input type="checkbox"/> No
6. If cleanup is planned, what are the anticipated start and completion dates? Start Date (month, day, year) _____ Completion Date (month, day, year) _____	
7. Have cleanup activities, historic or current, been performed under the oversight of any state or federal regulatory program? (If Yes, please attach a brief summary explanation. Copies of all government reports, data, and/or correspondence must be provided for review.)	<input type="checkbox"/> Yes <input type="checkbox"/> No
8. Please attach a brief summary of any cleanup closures granted by a state or federal cleanup program. (Copies of all government closure documents must be provided for review.)	
9. Please attach a brief summary of any institutional and/or engineering controls that are or will be present at the site as a result of environmental cleanup.	
10. Are there, or have there ever been, any environmental enforcement actions taken by any state or federal regulatory agency at this site? (If Yes, please attach a brief summary of those actions and provide copies of all government correspondence.)	<input type="checkbox"/> Yes <input type="checkbox"/> No
11. Have there been any operations on the site since the completion of the Phase I site report? (If Yes, include description/evidence of activities.)	<input type="checkbox"/> Yes <input type="checkbox"/> No

APPENDIX IV

Web Sites

[American Land Title Association](#)

[American Society for Testing and Materials](#)

[Community Revitalization Enhancement District](#)

[Federal Emergency Management Administration](#)

[Indiana Department of Environmental Management](#)

[Indiana Department of Homeland Security /
Division of Fire & Building Safety](#)

[Indiana Department of Natural Resources](#)

[Indiana Department of Transportation](#)

[Indiana Department of Workforce Development](#)

[Indiana Economic Development Corporation](#)

[Indiana Finance Authority](#)

[Indiana Geological Society](#)

[Indiana Land Resources Council Model Ordinances](#)

[Indiana Office of the Utility Consumer Counselor](#)

[Indiana State Department of Agriculture](#)

[Indiana State Department of Health](#)

[Indiana Utility Regulatory Commission](#)

[Tax Increment Finance](#)

[Toolbox Guide to Development Funds](#)

[Urban Enterprise Zone](#)

[United State Army Corps of Engineers](#)

[United States Geological Survey](#)

Indiana Department of Environmental Management

Wetlands Fact Sheet

<http://www.in.gov/idem/programs/water/401/index.html>

- The state and federal agencies share the goal of no net loss of wetland area or function.
- Identifying wetlands and other waters of the state on a piece of property begins with a delineation conducted by a trained professional who follows the procedures detailed in the [1987 Army Corps of Engineers Wetland Delineation Manual](#).
- The USACE Louisville District has posted a list of wetland consultants at: <http://www.lrl.usace.army.mil/orf/> (Click on Information on the right hand side of the page and then select "Consultant List"). Please use caution when selecting a consultant as there is no licensure or certification process to guarantee that providers of these services are qualified. IDEM does not endorse the accuracy or quality of the USACE list or the qualifications of the firms and individuals on the list. This may not be a comprehensive list.
- The [National Wetlands Inventory \(NWI\) maps](#) are a useful resource for preliminary planning purposes. If the NWI depicts a wetland on or near the site, then it is highly likely that a wetland is present on the site. However, the NWI is not intended to depict jurisdiction for regulatory purposes, since the NWI wetland definition differs from the regulatory definition and some wetlands were not mapped because of both political and technological considerations/limitations. The NWI maps are approximately 30 years old and the absence of wetlands on the NWI maps should NOT be interpreted to mean that wetlands are not present on the property.
- For a wetland delineation to be valid, the appropriate district of the USACE must verify the delineation. Wetland delineations verified by the USACE are valid for five years.
- The USACE will need 30-60 days to review the wetlands delineation to determine: a) if the area(s) are regulated under the Federal Clean Water Act, and b) if the area(s) are regulated under the Federal Clean Water Act, then verify the extent and location of these areas. If the USACE determines that a wetland is not regulated under the Federal Clean Water Act, then it is, by definition, isolated. The USACE may decline to verify the delineation of isolated wetlands. In these cases, IDEM will review the delineation. Isolated wetlands are subject to regulation under the State Regulated Wetland Program, a similar permitting program administered by IDEM separate from the USACE.
- **No permit is required if a project can be designed and sited in such a way as to avoid wetlands, streams, and lakes.**
- If a project needs an Individual Section 404 Permit from the USACE, then plan on a minimum of six months from the submittal of a complete application for permit processing, review, and final agency decision.
- If the project needs an Individual Section 401 Water Quality Certification or an Individual Isolated Wetland Permit from IDEM, then plan on 120 days from the receipt of a complete application for processing, review, and a final agency decision.
- If you believe the project qualifies for the Regional General Permit or for an Isolated General Permit from IDEM, then allow thirty (30) days from the receipt of a complete notification form for IDEM to determine if the project falls within the scope of these general permits.

Indiana Department of Environmental Management

Wetlands Fact Sheet (continued)

<http://www.in.gov/idem/programs/water/401/index.html>

- IDEM and the USACE conduct their reviews concurrently; however, IDEM cannot begin their review until the USACE determines the extent of federal jurisdiction and the type of permit and the USACE cannot issue their federal permit until IDEM has issued the State Water Quality Certification.
- Changes in the proposed project often require additional time for review.
- Mitigation is required for impacts to wetlands and streams. Mitigation includes avoidance, minimization and replacement (in that order). Be prepared to: 1) describe why these proposed impacts are necessary, 2) evaluate other alternatives, 3) demonstrate how you have minimized the proposed impacts and 4) replace the lost resource through the creation or restoration of wetland or stream.
- Refer to [IC 13-18-22](#) *State Regulated Wetlands* for additional information.
- Contact information for U.S. Army Corps of Engineers offices:

Louisville District- Louisville, KY office

- Amy Sharp, Outreach Coordinator 502-315-6861
- Doug Shelton, 404 Permit Supervisor 502-315-6678

Louisville District- Indianapolis, IN office

- Max Hagan, 404 Permit Supervisor 317-532-4198
- Tim Smith, 404 Permit Writer 317-532-4227
- Deb Snyder, 404 Permit Writer 317-532-4197

Detroit District- South Bend, IN office

- John Ritchey, 404 Permit Writer 574-232-1952

Detroit District- Detroit, MI office

- John Konik, 404 Permit Supervisor 313-226-2432
- Charlie Simon, 404 Permit Supervisor 313-226-6828

Indiana Department of Natural Resources

Division of Water Fact Sheet

<http://www.in.gov/dnr/water/>

Instructions for Requesting Regulatory and Floodplain Information for Shovel-Ready Projects

- 1) The Indiana Department of Natural Resources (DNR), Division of Water will provide assistance in determining whether permits will be required for construction activity along or in a waterway.
- 2) To request regulatory information for a tract of land:
 - a) Complete the [Request for Floodplain Analysis and Regulatory Assessment, State Form 50356 \(R / 7-02\)](#) .
 - b) Indicate on the form that the request is for a Shovel Ready Site. Shovel Ready projects will be expedited.
 - c) Include a site location map such as USGS topographic quadrangle map, local area map, federal flood insurance rate map, etc.
 - d) Include a copy of plat survey map of the tract of land, legal description. ALTA survey of the site.
 - e) Fax or mail the above information to:

Indiana Department of Natural Resources
Division of Water
Technical Services Section
402 W. Washington Street, Room W264
Indianapolis, IN 46204-2641
Phone # 1-877-928-3755 or 1-317-232-4160
FAX # 317-233-4579

Contact the Division of Water to obtain at no charge additional floodplain information, such as floodplain and floodway limits, 100-year frequency flood elevations, flood insurance information, drainage areas, and 100-year design flows.

[312 IAC 10-2-35](#) *Definition of 100-year flood plain:* "Regulatory flood" means a flood having a one percent (1%) probability of being equaled or exceeded in a year as calculated by a method and procedure that is approved by the Natural Resource Commission. The regulatory flood is equivalent to the base flood or the 100-year frequency flood.

[IC 14-8-2-99](#) *Definition of flood plain:* Area adjoining a river or stream that has been or may be covered by flood water.

[IC 14-8-2-102](#) *Definition of floodway:* (1) The channel of a river or stream; and (2) the parts of the flood plain adjoining the channel that are reasonably required to efficiently carry and discharge the flood water or flood flow of a river or stream.

Indiana Department of Transportation **District Contacts**

<http://www.in.gov/dot/>

Shovel Ready certification is subject to an applicant receiving a site review letter from the appropriate INDOT District office summarizing the condition of the site and the need for a subsequent traffic study (if applicable). INDOT district personnel and a FASTeam member will visit sites that pass the preliminary application review.

INDOT District Contacts

<http://www.in.gov/dot/div/traffic/districts/index.html>

1)	Mike Yamin	Crawfordsville District	765-361-5224
2)	Victor Trowbridge	Ft. Wayne District	260-969-8254
3)	John McFadden	LaPorte District	219-325-7526
4)	Travis Mankin	Seymour District	812-524-3725
5)	Randy Archer	Vincennes District	812-895-7383
6)	Jack Kimmerling	Greenfield District	317-467-3492

INDOT FASTeam Point of Contact: Dwane Myers 317-467-3465

Brownfields Fact Sheet

<http://www.brownfields.in.gov>

- The Indiana Brownfields Program provides technical, legal, financial, and educational assistance to stakeholders involved with brownfields redevelopment. Indiana defines a brownfield as a parcel of real estate that is abandoned, inactive, or underutilized on which redevelopment is complicated by the presence or potential presence of a hazardous substance, pollutant, or contaminant. Examples of brownfields include gas stations, manufacturing facilities, dry cleaners, landfills, schools and rail yards.
- The three stages of brownfields redevelopment are:
 1. **Planning/Investigation:** create redevelopment/end use plan, identify available resources, conduct appropriate site assessments (Phase I and Phase II Environmental Site Assessments)
 2. **Remediation (when appropriate):** consider cleanup criteria for planned end use and develop a corrective action plan, consider use of institutional controls
 3. **Redevelopment**
- For more information about the Indiana Brownfields Program or to discuss a potential redevelopment project, please contact:

Michele Oertel
EPA Liaison/Outreach Coordinator
Indiana Brownfields Program
(317) 234-0234
moertel@ifa.in.gov